

1. Scope of application

This document specifies guidance in the operation of accreditation scheme which Korea Accreditation Board(hereafter referred to as "KAB") and accredited CBs(hereafter referred to as "CBs") shall follow. Particular, the intent of this document is to provide guidance on request for corrective action, suspension or withdrawal of accreditation of CBs, and this document applies to all accredited CBs impartially, together with the KAB accreditation criteria. The applied scope of this document is as follows.

| Applies to | |
|-----------------------|-----------------------------|
| <input type="radio"/> | ISO 9000 CB |
| <input type="radio"/> | ISO 14000 CB |
| <input type="radio"/> | QS-9000 CB |
| <input type="radio"/> | TL 9000 CB |
| <input type="radio"/> | Other CBs accredited by KAB |
| <input type="radio"/> | Management System TB |

2. KAB Advisory

2.1. Classifications

- (1) Request for Corrective Actions: When a CB fails to comply with the requirements of the relevant documents including KAB accreditation criteria, procedures and guidance, or other normative documents specified in the accreditation criteria, KAB will raise nonconformities and request the applicant to take appropriate corrective actions.
- (2) Suspension of Accreditation: CBs shall not issue the accredited certificates of certification during the suspension period.
- (3) Withdrawal of Accreditation: CBs shall return the accreditation certificate to the KAB. They shall not be allowed to use the KAB logo and accreditation mark and cease all types of references to, advertisements, promotion and marketing of the accreditation.

2.2 Processes

- (1) The decision on the suspension or withdrawal of accreditation and its lifting shall be taken by the Accreditation Review Committee. KAB shall publish immediately

the suspension or withdrawal, and amend the relevant information including directory of accredited CBs/TBs.

- (2) Usually, the suspension period shall not exceed 3 months unless otherwise mandated by the Accreditation Review Committee. The period is still valid even after the correction of the nonconformity is completed within the suspension period. Failure to implement appropriate corrective actions within the specified period shall lead to the withdrawal of accreditation.
- (3) When the decision on the suspension or withdrawal of accreditation for ISO 9001 is made, it is equally applied to the sector-schemes based on ISO 9001, such as QS-9000, TL 9000.
- (4) Upon lifting of suspension, the certifications granted by the certification bodies during the suspension period may be subsequently recognized as accredited certifications only after they demonstrate to KAB that appropriate audits of the relevant organizations have been carried out.
- (5) To be re-accredited, after withdrawal of accreditation, the certification bodies shall apply for the initial accreditation process including payment of accreditation fee.

2.3 Conditions for suspension of Accreditation

2.3.1 Suspension of accreditation: less than one month

- (1) CB fails to comply with accreditation criteria intentionally, and accordingly KAB has performed consecutive 2 or more re-assessment or follow-up assessment within one accreditation cycle.
- (2) CB proceeded audits of an organization which evidently fails to comply with the certification standard.
- (3) CB applies the rules inappropriately of recertification audit days and fees, or imposes other inappropriate conditions
- (4) Auditors or staff of CB provided or offered consulting services
- (5) CB prepares and/or maintain the counterfeited records
- (6) CB has not complied with the requirement for composition of the audit team in performing audits
- (7) CB has taken an insufficient corrective action or fails to implement a corrective action for nonconformity within the specified timeframe
- (8) CB fails to comply with or implement the Statement of Oath to observe KAB Accreditation Criteria and Procedures
- (9) CB misuses the certificate of accreditation, KAB logo or accreditation mark

- (10) CB fails to maintain the quality system appropriately, on the grounds that there exist serious complaints of the CB or many complaints between the CB and interested parties
- (11) CB fails to meet financial obligations to the KAB
- (12) CB incorrectly claims its accredited status for the promotion, advertisements and marketing of certification in the non-accredited scopes

2.3.2 Suspension of accreditation: one to three months

- (1) CB has provided certification services in non-accredited scopes.
- (2) CB has rejected or impeded the assessment or the supervision by KAB without any justification.
- (3) CB fails to ensure the objectivity, impartiality and independence in its operation, organizational structure and the 3rd party certification activities.
- (4) CB fails to take corrective actions of causes of suspension (less than one month) without justification within the defined timeframe.

2.4 Conditions for Withdrawal of Accreditation

- (1) It is turned out that the CB has been accredited through using improper and unfair means.
- (2) CB fails to take corrective actions of causes of suspension without justification within the defined timeframe.
- (3) CB has continued to conduct initial or renewal certification audit and issue certificates using KAB accreditation mark during suspension period.
- (4) 2 or more decisions of suspension (one to three months) are taken of the CB during one year.
- (5) CB continues to fail to comply with the Statement of Oath to observe KAB Accreditation Criteria and Procedures

Additional clause

1. This document will be effective from 1 January 2006